

Bi-Weekly Report for 22 January 1962  
from  
Records Systems and Disposition Branch

Reports -1  
1/25/62

1. Contributions

- a. Shelf filing equipment for OCI was received and will be installed either by OCI or Logistics. ☐ 25X1
- b. The DDI Special Research Staff on International Communism was officially abolished 19 January. With the aid of two members of the Personnel Pool, members of the SR Staff, and myself, the files were screened, culled and prepared for removal. Approximately 41 cu. ft. were transferred to the Records Center for supplemental distribution or destruction; 16 cu. ft. were set aside for ☐ who will continue the function on a limited basis (he will be physically located in ONE); personal books were stacked for removal by respective members; 45 feet of books and periodicals were returned to the Library; and 6 cu. ft. of files were left for the Chief of the Staff to make final disposition within the next two weeks. Additional assistance may be required to make the final retirement to the Records Center. ☐ 25X1
- c. Had Building Supply pick up 25 cu. ft. of obsolete records belonging to OCR/BR that were housed in the basement of 2210 "E" Street and 100 cu. ft. of inactive reference material stored in the attic of Central Bldg. since 1954. The material was unclassified and authorized for destruction. ☐ 25X1
- d. Four feet of files remaining from the defunct Management Staff were retired to the Records Center. This completes the disposition of the Management Staff files. ☐ 25X1
- e. Reviewed the revised schedule for Printing Services Division. Transmittal letter with our findings was sent to the O/Logistics. ☐ 25X1

2. Assignments

a. Shelf Filing

1-3 Commo Signal Center, TTT, Historical Staff ☐ 25X1

No action.

4-5 RID, Cable Secretariat ☐ 25X1

Waiting for delivery of equipment.

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25X1 (6) DD/I

A check with Art Metal indicated that the shelving for Mr. Amory's office was not shipped during the week of 8 January as we were previously informed. It has been rescheduled for shipping during the week of 22 January.

25X1 (7) OBI

No change. Waiting for delivery of equipment

b. Records Control Schedules

25X1 (1) OO/c

25X1 (2) OTR

No action during this period.

25X1 (3) OCI

Received a request for revision to one item on the schedule.

c. Special Projects

25X1 (1) Agency Courier System

Have been meeting with representatives of Office of Logistics and Security regarding the action taken on the IG's recommendation of 1960. This part of the survey will be completed by 23 Jan. Have arranged with the Logistics Courier service for an actual count of mail handled, by type, and by trip for a one-week period.

25X1 (2) Sorting Equipment/OBI

A call was received from OBI to check on reasons for delay in receipt of an Angle Steel sorter that they requisitioned on 21 December.

I informed them that they should have their accountable officer call Logistics/Procurement Division. This sorter is urgently needed and a priority sticker was affixed to the requisition.

(3) Conference Notes and Special Reports

25X1

Statistical reports on records management activities being typed.

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Was able to obtain a years extension on the loan of a film from Army Signal Center. The film covers some areas of records management activities which we intend to include in our workshops.

25X1 3. Vital Records [ ]

- a. A meeting was held with members of the Security Office, Security Records Division, to discuss the pending re-microfilming of Vital Records in their office. I took this opportunity to call their attention to their major problem, the immediate development of a revised Vital Records Deposit Schedule. Ever since 1954, each time we were ready to microfilm, Security records custodians have admitted that a review of Vital Records requirements should be made, but advocate, 'let's proceed as previously, this time and before the next filming we'll revise our schedule'.

I emphasized the need for closer coordination between the Security Office War Planners, the Records Officer and the custodians of each Security Division.

25X1 [ ] said that he would discuss this with the person responsible for performing periodic reviews of the Office War plans.

25X1 [ ] the Vital Records microfilmer was present at this meeting.

- b. Was successful in obtaining, on a loan basis, slides depicting the Vital Records Program of the Chase Manhattan Bank, N. Y. City. The slides will be reproduced by our Reproduction Plant for use in our workshop.

Mr. Darter, GSA, has also loaned us color photos illustrating the facilities at the GSA underground protective site in Neosho, Missouri.

4. News

Attended a forms council, chaired by Bob Rice, held at Addressograph-Multigraph Company on New Hampshire Avenue.

25X1 [ ] and I attended the monthly O&M meeting which was held at the GSA Auditorium. Dr. John Millett of University of Miami in Ohio spoke on the New Role of Management in the Public Service.

25X1 Talked to [ ] DDP/Executive Branch Matters (formerly OCB). She is preparing to retire to the Center all papers that remain from the Office of the Coordinating Board. Work previously handled by this Staff is now being routed to the CA Staff where they are called Special Group papers.

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